

## **FIRE PROTECTION POLICY BOARD**

### **WORK SESSION**

**July 26, 2006**

**General Administration Building  
Olympia, WA**

**Board Members Present:** Sharon Colby, Wayne Wienholz, T.J. Nedrow, Jim Broman, Dean Hosni, Mark Kahley & Bud Hover

**Board Members Absent:** Jennifer Gregerson

**WSP Staff Present:** Ellen Tombleson, Mike Matlick, Anjela Foster, Chuck King, and Deputy Chief Paul Beckley

**Guests Present:**

### **Opening**

Chair T.J. Nedrow opened the meeting at approximately 9:15 with introductions of all present.

### **FPPB Operating Function**

T.J. Nedrow provided an overview of a meeting he and Vice-Chair Dean Hosni had with staff from Governor Gregoire's Office. T.J. reiterated the interpretation of the Governor's staff that the FPPB is a policy board who is charged with providing advice to the Chief of the WSP and the State Fire Marshal on policy issues.

Following further discussion on the issue of the Board being a policy board, or an advisory Board, Sharon Colby advised that she has prepared a notebook with material which indicates that the Fire Protection Policy Board is a dual purpose board, which sets policy on specific matters, and provides advice on other matters.

It was agreed that this item be tabled and revisited once the new State Fire Marshal has been appointed. In the meantime, T.J. and Dean will continue to gather information and work on this issue.

T.J. also provided an overview of a meeting he and Dean had with Chief Batiste and Deputy Chief Beckley on July 5. T.J. feels their meeting was very productive and was encouraged by the WSP's commitment to support the Fire Protection Bureau and Fire Protection Policy Board.

Dean indicated that he too was very encouraged by the level of cooperation, partnership and support from the Chief's Office. Dean feels that communication between the FPPB and their constituents is critical, and the FPPB needs to focus on marketing their accomplishments.

Deputy Chief Paul Beckley reconfirmed the Chief's support of the Fire Protection Bureau at the same level as the other 5 bureaus in the WSP.

T.J. indicated that there was an interest from the Chief to continue to schedule meetings with the Boards leadership and the full board as appropriate.

Mark Kahley advised that he feels there is a need for a communication plan, not only to the constituents groups, but to everybody. Mark also questioned if there is a more effective way of communicating with constituents groups.

During discussion regarding recognition of Fire Protection Bureau staff, Anjela Foster stated that bureau managers will be more proactive in ensuring their staff's work is recognized when appropriate. To that end Bureau staff are beginning the process of revamping the Bureau's website. T.J. offered that a communications plan could prove beneficial based on a reviewing the Bureau efforts.

### **FPPB Liaisons**

Following discussion, the following liaison positions were reviewed and re-established:

Training and Education Committee	Jim Broman
State Fire Defense Committee	Mark Kahley
Fire Service Leadership Forum	Jim Broman, Sharon Colby and Bud Hover
E911 Committee	To be Determined
Fire Investigation Workgroup	Wayne Wienholz and Dean Hosni
Budget	Sharon Colby and T.J. Nedrow
Marketing, Statutes and Strategic Plan	Jennifer Gregerson

T.J. advised that the Governor's Office is actively recruiting for a career firefighter to serve on the Fire Protection Policy Board's vacant career firefighter position. It is anticipated that this appointment will be made in September.

### **Fire Prevention Template**

Anjela Foster provided an overview of the process that is being developed to convene a workgroup to examine the issues of fire prevention, and to gain an understanding of what is working, what is not working and to identify potential gaps in service, relating to fire prevention services.

Jim Broman advised that as a result of the workgroup, he would like to see a report that identifies the problem, clearly details the risk and specifies the basic services that need to be delivered statewide.

Jim Broman volunteered to take the lead in crafting a statement from the Fire Protection Policy Board that can be provided to the workgroup to clarify the direction and expectation of the Fire Protection Policy Board to the workgroup.

Based on board consensus, the Fire Protection Policy Board provided direction to Anjela to begin convening the workgroup to address fire prevention. Mark Kahley asked Anjela to contact him for a staff member to participate with the workgroup when they begin addressing wildland fire issues.

### **Fire Training and Education Committee**

Chief Brian Van Camp provided an overview of the strategies and draft goals developed by the Committee.

Discussion was held on possible funding and strategies to provide a contractor to design and maintain a website for statewide training issues. Mike indicated that it is a possibility that funding for a website manager could be provided through the Bureau's 086 account.

It was noted that from the Regional presentations several were devoting funds to website administration. It was pointed out that it may be beneficial for the Fire Protection Policy Board to have further discussion on how the regional funding applies to this.

Jim Broman agreed to work with Mike Matlick and Brian Van Camp to develop a charge statement for Policy Board to forward to the Fire Training and Education Committee. Mike Matlick advised that he would have contact the WSP's Information Technology Division regarding the possibility of obtaining an FTE for a website manager.

It was noted that committee member Tom Taylor had resigned from the Committee. Following discussions, it was agreed that that contact be made with the Washington State Fire Training and Safety Officers Association to request three nominations to replace Chief Tom Taylor on the Committee.

#### **State Fire Defense Committee –**

Chief Bill Walkup, Chair of the State Fire Defense Committee provided the board further explanation regarding the State Fire Defense Committee's request to seek involvement with Emergency Management Division's design and development of emergency exercises and drills facilitated or conducted by their agency. T.J. will be sending a letter to Emergency Management Division requesting the inclusion of the Defense Committee in their efforts.

Chief Walkup also provided an update on the committee's effort on Goal #3 of the State Fire Defense Committee's Business Plan. Bill requested that the Board review the information provided and forward comments to him prior to the next Fire Protection Policy Board meeting on August 23.

Glenn Brautaset provided an overview and update of the Standard & Qualification system for Type 3 Incident Management Teams. The State Fire Defense Committee is currently working on developing a qualification system for Type 3 IMT's in the state of Washington; the system includes minimum standards for IMT's and a certification process. Glenn also identified the difficulties behind providing state credentialing and lack of funding of the Incident Management Teams. A handout of the Incident Management Program Qualification System Guide and stressed that this is still in draft format and asked that it not be distributed further.

#### **State Fire Marshal Interview Process -**

The Board was advised that from the initial 25 State Fire Marshal applications received, after the screening process, 7 interviews have been scheduled for July 31. The candidates will be interviewed by two panels, one designed to determine their interpersonal skills, and the second to determine their technical skills. Dean Hosni, Wayne Wienholz, Sharon Colby, T.J. Nedrow, Jim Broman and Mark Kahley will be participating on the interview panels. It is anticipated that at the end of interview process, the Board will forward three names to Chief Batiste for him to interview and select from.

#### **Operational Guidelines –**

T.J. advised that he has obtained copies of previous Fire Protection Policy Board Operational Guides that appear to have not been formally adopted and put into place. Following discussion, it was agreed that a revised draft will be brought back to the Board at a later date.

#### **SAF Information -**

Following discussion on the information for the Bureau's Strategic Advancement Forum presentations, the Board agreed that the information is useful and they appreciate receiving it. Following discussion on the best method of distributing the presentations, it was agreed that Ellen will provide electronic copies to Jim, Jennifer, Mark, Wayne, T.J., and send hard copies by mail to Bud, Sharon and Dean.

### **Board Meeting Locations –**

During discussion on the location of Board meetings, it was agreed that it may be beneficial to hold Policy Board meetings in conjunction with the major fire service conferences on a rotating basis. T.J. requested that Board members forward their suggestion for meeting locations to him by email for discussion at a future meeting, to be incorporated into the annual schedule for 2007 that will be approved in November.

### **Regional Presentations –**

Following discussion on the value of having the Councils come in person to present their Regional Reports, T.J. asked that Board members forward him any feedback or suggestions they may have, to be addressed at a future date.

Regional Contracts: Chuck King advised that review and audits performed were on the 2004-05 contracts. He also provided an overview of the general findings. In further discussion regarding the value of the final reports, it was agreed that the application and reporting process doesn't seem to include a demonstration of the need for the projects, or a follow up of what difference was made by the project.

Following discussion on the need for developing benchmarks and performance criteria, it was agreed that a stakeholder group be convened to review these issues and make recommendations to the Fire Protection Policy Board for adoption. It was noted from the April meeting, that Jim Broman, Wayne Wienholz and Bruce Holloway volunteered to be included in this process. It was also agreed that the following stakeholder groups should also be represented:

Washington Fire Commissioner's Association  
Washington Fire Chiefs (Bruce Holloway)  
Fire Protection Policy Board (Jim Broman & Wayne Wienholz)  
Fire Training Academy  
State Fire Marshal's Office  
Northwest Fire Investigators  
Washington Public Fire Educators

Meeting adjourned at approximately 1:45

### **NEXT MEETING**

August 23 – 9:00 AM  
WSP Conference Room  
General Administration Building - Olympia

Approved:

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T.J. Nedrow, FPPB Chair

(Date)